

Missouri Department of Elementary and Secondary Education

Trade and Industrial / Health Occupations Teacher Certification 5-year Renewal

Guidelines for the Community Survey Option

The Community Survey is an option (in lieu of the 320 occupational hour requirement) for instructors who are renewing their Missouri Trade & Industrial / Health Occupations Vocational Education Teaching Certificate. The major emphasis of this survey is to provide the instructors with a better understanding of their community's occupational needs. The results can then be used as a basis to revise (if needed) their curriculum/teaching methodologies to meet these needs.

The following are requirements for successful completion of your survey. Please Note: All components **MUST** be completed for full and proper certification credit. *The examples (in italicized type) for each component should be used as suggestions for your survey as you formalize, conduct, and conclude your survey.*

I. Preliminary Information:

- A. Name
- B. School
- C. Teaching/Technical Area
- D. Topic of Survey
- E. Time Line of Activities (Appendix A)

II. Statement of the Problem:

- A. Proposed Emphasis of Survey:
What technical area will be addressed? What specific information (data) will be gathered? Employment trends? Technical skill needs? Curriculum applicability? etc.
- B. Significance of the Survey:
Why is this survey important to Vocational/Technical Education in your geographic location? New equipment being used? Changes in methods? New industry in the community? General updates? etc.
- C. Benefits of this Survey:
How will you and Vocational/Technical Education benefit from this survey? New teaching strategies? New industry information? Information for local/state administrators? etc.
- D. Feedback from Advisory Committee:
What suggestions/improvements did your advisory committee offer? Were they in favor of this survey? Would the findings from this survey benefit them? etc. NOTE: Advisory Committee Roster in Appendix B.

III. Methodology:

- A. Population of survey participants:
What group of people did you survey? Welding firms with less than 25 employees? Health-related employers within a 50-mile radius of your school? Only those manufacturing firms that are using CAD/CAM? etc. NOTE: Include name and company of all participants.
- B. How subjects were identified:
Why did you choose this population? How did you decide which members of the population you would survey? Did you interview 100% of the available firms? Randomly select a certain percentage of firms? etc.

C. Job Shadowing Dates and Locations (required):

Job Shadowing is a technique that incorporates an employee on the job being "shadowed" (followed) by another individual (shadower) who documents all relevant information. This shadower then gains a more in-depth understanding of the job as well as an appreciation of what his/her students will go through when they are hired. Specific to the survey is: While you were shadowing, what jobs/individuals did you directly observe while collecting your data? What procedures did you experience? etc.

D. Survey Used and Procedures (Appendix C):

How did you decide which survey to use? Did you develop your own? Modify an existing one? Was it a mailed survey? Interview? Other? What time frame was used? How long did you give the respondents to return the survey? What was your return rate on the first contact? What did you do to increase that rate (follow-up mailing, phone calls, etc.)? What was your final return rate? etc.

IV. Results:

A. Resulting Data (Appendix D)

Data should be in "table" form, with a narrative section describing the type of data collected. -NOTE: Do not use this section to interpret what the data means. This will be discussed in your "Conclusions" section.

B. Additional Data not Requested (additional comments, etc.)

Were there any data gathered that was not expected? Did this data benefit your survey?

V. Conclusions

A. Interpretations of the Resulting Data:

What did the data mean? How did you interpret it? If 13 or the 15 respondents answered the same way on a particular question, is this an indication of "X"?

B. Implications for Individual Program:

How will the results affect your individual program?

C. Proposed Changes in Program Curriculum from Survey Results:

Will there be any curriculum changes based on the resulting data? If so, when will these changes be incorporated?

D. Response from Advisory Committee

E. Transferability to other Missouri Vocational/Technical Programs:

Can other Missouri Vocational/Technical programs benefit from your survey? How? When? What should be their first step?

VI. Appendices

A. Appendix A.Time Line of Activities (see Section I-E)

B. Appendix B.Advisory Committee Roster (see Section II-D)

C. Appendix C.Survey Instrument (see Section III-D)

D. Appendix D.Survey Data (see Section IV-A)

Additional Guidelines:

A. The final report to be submitted to your director and the Missouri Department of Education should be:

Typed (11 or 12 point on a computer, 12 cpi on a typewriter)

Double-spaced;

Margins:

Left: 1.5" (for binding/3-hole punch)

Right: 1"

Top: 1"

Bottom: 1"

Appendix A: Timeline of Activities

Department of Elementary and Secondary Education

Vocational/Technical Education Community Survey

Name: _____

Occupational Field _____

Survey Title: _____

[illegible]